

CWCA/ACCR Board of Directors Meeting

Nov. 16, 2021

Video conference

Detailed reports available upon request

Present: Clare Bermingham (President); Sarah King (Past President); Nadine Fladd (Membership Chair); Jordana Garbati (Treasurer); Lenore Latta (Digital Media Chair); Jenna Goddard (Secretary); Sheila Batacharaya (MAL); Majid Nikouee (MAL); Tessa Troughton (Francophone Representative)

Regrets: Stephanie Bell (Vice President); Thi Bich Ha Tran (Julie) (Student MAL); Dana Landry (CASDW rep)

1. Call to order (Bermingham):

- The meeting is called to order at 12:04pm ET.
- Approval of agenda (Bermingham)
 - Approved.
- Approval of minutes from Oct. 19 (Bermingham)
 - Approved.

2. President's Report

- Strategic planning meeting to be scheduled for December
Please let me know if you would like to attend
- Meeting procedures update to be discussed separately
See written update [link removed]

ACTION: continue being awesome!

3. Conference 2022 planning (Bell; shared by Nikouee)

- **Updates!**
 - Committee Expansion: We have welcomed Sheila Batacharya to the conference committee! Welcome, Sheila.
- **Keynote speakers:**
 - **Avasha Rambiritch** (University of Peoria, SA): Accepted & is very enthusiastic about participating. Her email reply indicates that she has much to share in relation to our conference theme
 - **Eve Tuck** (OISE, U of Toronto): Brian and I sent out an invitation to Eve Tuck on November 15th. <http://www.evetuck.com/>
 - She is Canada research chair, so hopefully her obligations mean that she will be inclined to accept our invitation. We asked her to consider sharing with us the inclusive collaborative writing space she's forged in the Tkaronto CIRCLE Lab.
 - **Sheila Cote-Meek** (York U): politely declined our invitation
 - Troughton suggested Cecile Badenhorst at MUN
 - Batacharya suggested Eve Haque at York
- **Conference Platform**
 - The committee has been considering conference platforms.
 - We are leaning towards using the CWCA/ACCR website to facilitate the conference.
 - We would institute password protected pages where registered attendees will find a conference schedule with zoom links, the (interactive) asynchronous project fair, and a conference discussion forum. This approach is simple, intuitive, and very low cost.
 - Brian and I have experience with the wordpress site and will manage this aspect of the website to ensure a streamlined process.
- **CFP**
 - CFP gone out - Thanks to Lenore & Nadine!
 - Please help us spread the word.
 - Proposal porthole is now set up with IWCA.
- **Need proposal reviewers**
 - Call for reviewers is drafted here: [link removed]
 - Reviewers - here is a link to the form to sign up to become a reviewer [link removed]
 - We will circulate these January 10th along with a reminder of the submission deadline!

- **Conference fees**

- Still need to know the conference fee. If the platform is 0 cost, then the conference budget will be something like:
 - Keynote speaker 1: 1300\$
 - Keynote speaker 2: 1300\$
 - Indigenous land acknowledgement & call to action: 500\$
 - Total expenses: 2100\$

- **Conference socials**

- Any volunteers to run a social event or two?

- **Pilcrow Retreat** (Saturday following the conference)

- List of facilitators & volunteers? Please confirm if you're interested so I can create a list and get the planning started.
 - King and Troughton
- Fladd: suggestions for other places to send CFP?
 - Birmingham: suggests reaching out to LSAC and European Writing Centres
 - Batacharya: suggests reaching out to TESL Ontario, National Council of Teachers of English and Council of WC Administrators
 - King: IATW
 - Latta: will post to Twitter

ACTION: board to consider other plenary speakers and send suggestions to Bell; board members to connect with Bell if they want to volunteer for the conference socials and/or Pilcrow Retreat.

Suggestions for places to send CFP? Please send to Fladd!

4. **CWCA/ACCR Anti-Racism statement and BIPOC Caucus** (Birmingham, Nikouee and Batacharya)

- Recommendation: Invite Mark Blaauw-Hara to speak to us about the work undertaken in the Council of Writing Program Administrators:
http://wpacouncil.org/aws/CWPA/pt/sp/home_page
 - Blaauw-Hara willing to meet with Caucus to give some direction/strategic planning for CWCA (not willing to do the consulting work, but willing to give his thoughts on how to proceed)
 - Board supportive of hiring a consultant to give some direction re: equity work

- Discuss our questions and what we want from the board re: ***What is the Board's intention in posting/drafting the ARS? What role does the board want the caucus to have? What actions will the board commit to, and what are the timelines for this?***
 - What are some ethical ways of advancing antiracism work in organizations
 - Caucus not interested in writing a document of dos and don'ts; interested in BIPOC facing activities and initiatives
 - More access to BIPOC information on the website (not just in the volunteer section); something on the main page?
- BIPOC Blog post on the CWCA/RCCR blog underway. 2 parts: Being and Doing.
 - Themes of roles/intentions/actions will be considered in the blog
- 2022 Conference CFP - BIPOC Caucus Feedback and "Presenter Resources" document: use established links rather than create a new document. Create a BIPOC facing conference message (e.g., blog post).
- BIPOC caucus link on the CWCA/ACCR about us page.
- **Rubric** for the discussion of the caucus's self-understanding
 - Purpose: Being and Doing
 - Sharing: Inside and beyond the caucus.
 - Short and long term goals
 - BIPOC leadership in CWCA
 - BIPOC contributions and perspectives on key documents (e.g., the antiracism statement)
 - Initiatives (e.g., advocacy for multilingual writers or writers' right to their own languages), practices (e.g., "editing" in writing centres)
 - Spaces (virtual, like the CWCA blog, or physical, like our workplaces), and gatherings/events (e.g., the conference)
 - Fostering a shift in consciousness towards antiracism across CWCA's membership
 - Collecting demographic data: racially speaking, who are CWCA's members.
 - Making sense of where we stand on standard language ideology
 - Basis of our solidarity with each other: How do we name and acknowledge the *differences* between our own experiences, positionalities, approaches to writing centre work, and approaches to racialization?

- Basis of our coalition with CWCA's white membership: is that a relation of being or doing? How can we start outlining the terms of this coming together?
- Possibility of **board meeting** Thursday, Dec. 16 from 2-3pm ET?
 - All present board members available

ACTION: Latta to make BIPOC opportunities and information re: Caucus more accessible on the website

Board to meet December 16, 2-3 ET; Bermingham to send out invitation to board members not present, as well as Julia Lane and Mandy Penney

Fladd will connect with Batacharya and Nikouee about the language on the form

BIPOC Caucus will inform process for finding consultants

Batacharya to set up meeting with Bermingham and Mark Blaauw-Hara to speak about the work undertaken in the Council of Writing Program Administrators

5. Treasurer's Report (Garbati)

- Can we discuss 2022 conference budget and set registration fees? [link removed]
- Need to consider accessibility fees, donations, etc. (updated CFP)
- Current balances:
 - BMO - \$19,545.18 CAD
 - PayPal - \$158.41 CAD

ACTION: Fees need to be decided at some point!

6. CASDW report (Landry)

- *Not present; nothing to report*

ACTION: continue being awesome!

7. Report from Membership Chair (Fladd)

- Where/how should I be sharing the CFP for the 2022 conference?
- CFP has been distributed to:
 - CWCA listserv
 - CWCA email list
 - CWCA member list
 - WCenter listserv
 - CASDW listserv
 - WLN newsletter

- IWCA Calendar
- We have received 26 responses to the the peer tutor club/forum survey so far
 - Respondents were from BC, Alberta, Saskatchewan and Ontario
 - 12 of 26 are definitely interested in a Peer Tutor space
 - Most respondents are interested in a space to network, share experiences, learn about tutoring strategies
 - WhatsApp beat out Facebook and Slack as preferred platform, but respondents also suggested Discord, Instagram, Teams, and email
- King: add a drop-down to the website under “Get Involved”?

ACTION: Latta to add the Peer Tutor group to the website

8. Report from Digital Media Chair and CWCR/RCCR (Latta)

- Posted to the website information from Sheila on the BIPOC Caucus
- Call for Proposals:
 - a. Posted CFP as a web page.
 - b. Created accessible PDF of CFP (downloaded CFP to Word, did accessibility check, saved with headings to PDF).
 - c. Uploaded (to Google Docs) new Word and PDF with “AC” in filename for accessibility checker.
 - d. Linked PDF from CFP webpage.
 - f. Tweeted about CFP:
 - i. CFP tweet received **3,062 impressions** (according to [website](#), “impression represents how far a tweet has gone. It’s the number of times the tweet has appeared on a timeline (this includes appearances on a follower’s timeline, within Twitter’s search platform, or on followers of followers’ timelines) as the tweet continues to be liked and shared”), **102 engagements, 15 retweets**.

ACTION: Hotson and/or Stevie to update the [link to submission webpage at IWCA](#)

9. Student Member-at-Large (Tran)

- Peer Tutor Club Survey’s Results: [link removed]
 - We have a pretty positive result as 66.67% are interested in joining the club and 27.78% say maybe, only one responds no
- People are looking for tutoring pedagogy, experience, advice and networking if they join the club

- In terms of platform, 30.3% vote Whatsapp and 27.27% vote Facebook (Whatsapp has only 1 vote more than Facebook). Considering Facebook group can organize the topic better than Whatsapp (facebook has a search bar and people can comment on the topic they are interested in) and we can set guidelines upon joining, Facebook might be a better choice. We can incorporate other platforms later if people want to meet synchronously (Teams or Discord) once the Facebook group is set up.
- Next steps:
 - Connect with the ones who responded yes to being the facilitator/moderator to come up with a guideline for the group
 - Set up the Facebook group
 - Send out invitations
- Start the club in December or January: January might be better as December might be too busy for exams and holidays.

ACTION: continue being awesome!

10. New Business:

- Bermingham: Meeting procedures and new meeting role
 - Shared resources around equity, board procedures
 - Themes: formality/informality in terms of accessibility; how do we find balance and clear processes that are easy to understand? How do we ensure that new board members feel comfortable?
 - Decision-making: is it clear? Should we lay it out more explicitly in our bylaws (when do we need a vote/consensus?)
 - How do we ensure that the “right” people are weighing in on decisions
 - How do we ensure that all voices are heard?
 - Are there opportunities to extend the time between discussion and voting? Idea of a “flipped” meeting (reading and processing ahead of time; meeting time is for discussion/questions); electronic vote happens a week later?
 - Use platforms like Slack as channels of communication for discussion/conversation to happen in-between monthly meetings?
 - New rotating role during board meetings (engagement facilitator? Meeting moderator?)

- Works in parallel with the chair to monitor: are there folks who are quiet? (They can check in with a direct message: “anything you want to add”?) Call for breaks in the meeting if it’s emotional
- Troughton: understands need for processing, but also a fan of “keeping it simple”
- Batacharya: wants to discuss at Dec. 21 meeting; suggests a chat facilitator/someone to check in through direct messaging

ACTION: board to discuss during the January meeting

Goddard away for Dec. 21; Fladd to step in as Secretary for Dec. 21 meeting

Board to decide after the Dec. 16 meeting with the BIPOC Caucus if a Dec. 21 meeting is necessary

Meeting end pm 1:06pm ET

Next meeting: Thursday, Dec. 16, 2 - 3 ET, 2021 with BIPOC Caucus; next board meeting Tuesday, Dec. 21 3-4:30pm ET

Distribution: *Sheila Batacharaya, Stephanie Bell, Clare Bermingham, Nadine Fladd, Jordana Garbati, Jenna Goddard, Sarah King, Lenore Latta, Thi Bich Ha Tran (Julie), Tessa Troughton, Majid Nikouee, Dana Landry*